

**Grand Farm
Facilities Manager**
Full Time Position
\$65,000

Job Summary:

As the Facilities Manager at Grand Farm, you will play a critical role in ensuring the efficient operation and maintenance of our facilities located in Fargo, ND, as well as Grand Farm's sites in Casselton, ND. Reporting to the Director of the Grand Farm Program Management Office (PMO), you will be responsible for managing the physical infrastructure that supports our innovative research and development initiatives in agriculture and technology.

To apply: Please send both cover letter and résumé to: Kyle Whitcraft, Director of Grand Farm's Program Management Office, kylew@grandfarm.com

Key Area of Responsibility:

1. Facility Maintenance and Operations:

- Oversee the day-to-day maintenance and operation of Grand Farm's and Emerging Prairie's facilities, including buildings, grounds, equipment, and utilities
- Coordinate with external vendors and contractors for repairs, maintenance, and upgrades as needed
- Develop and implement preventive maintenance programs to ensure the longevity of facility assets
- Schedule and coordinate activities at Grand Farm's Innovation Campus, and the Prairie Den (downtown Fargo, ND).

2. Safety and Compliance:

- Enforce safety protocols and ensure compliance with all relevant regulations and codes
- Conduct regular inspections to identify potential hazards and address them promptly
- Maintain records of safety inspections, training, and incident reports

3. Space Planning and Allocation:

- Collaborate with stakeholders to determine space requirements and usage priorities, and scheduling
- Develop and implement space allocation strategies to optimize efficiency and accommodate growth
- Manage office layout, furniture procurement, and workspace configurations



4. Budget Management:

- Develop and manage the facilities budget, including forecasting expenses and allocating resources effectively
- Identify cost-saving opportunities without compromising quality or safety standards

5. Other duties as assigned

Required Skills/Abilities:

- Excellent communication and interpersonal skills, with the ability to collaborate effectively with internal teams and external partners
- Strong organizational and problem-solving abilities, with a keen attention to detail
- Knowledge of building systems, including HVAC, electrical, plumbing, and security
- Familiarity with regulatory requirements related to facility management and safety
- Ability to prioritize tasks, manage multiple projects simultaneously, and meet deadlines
- Leadership skills, with a focus on fostering a culture of safety, teamwork, and continuous improvement

Education and Experience:

- Minimum of 3-5 years of experience in facilities management, preferably in a complex organizational setting

Physical Requirements:

- Ability to perform physical tasks such as lifting, bending, and operating equipment
- Comfortable working in various indoor and outdoor environments, including exposure to inclement weather conditions
- Capable of occasionally lifting and carrying objects weighing up to 50 pounds
- Engage in remote conversations on a daily basis via multiple telecommunication methods

Benefits and Culture:

- Fast-paced and dynamic work environment
- Flexible work schedule, with the possibility of occasional evening or weekend work to accommodate facility needs
- Primary work location is in Casselton, ND
- Retirement program with employer match
- 80% coverage of employee health insurance premiums (does not include vision or dental)
- Additional voluntary benefits offered through PRO Resources
- 10 paid holidays (including your birthday), and 128 hours PTO in the first year.



GRAND FARM

Grand Farm is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

About Grand Farm:

The Grand Farm Education and Research Initiative, powered by Emerging Prairie, accelerates research and innovation in agriculture and technology. Grand Farm facilitates a global ecosystem of startups, corporations, government, education, researchers, investors, and growers to solve challenges in agriculture. Collaboration among businesses, organizations, and researchers is encouraged to shape the future of farming and address critical challenges in the industry.